

September 6, 2013

REFUGEE COORDINATOR LETTER NO. 13-08

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY REFUGEE COORDINATORS

SUBJECT: FEDERAL FISCAL YEAR (FFY) 2011 GRANTS CLOSEOUT

This letter is to remind counties of the upcoming deadlines for expending funds and submitting final reports for the following grants:

- FFY 2011 Refugee Social Services (RSS), including any RSS funding augmentations for that year;
- FFY 2011 Targeted Assistance (TA) grants, including any TA funding augmentations for that year; and
- FFY 2011 and 2012 TA Discretionary (TAD) Grant.

Expenditure Deadline

Counties may use FFY 2011 RSS and TA funding, including augmentations, to provide services through September 30, 2013. Counties may use TAD funding from both years through September 29, 2013.

Claiming Requirements

County reimbursement claims for the FFY 2011 RSS and TA, and 2011 and 2012 TAD funding and any augmentations must be received by the Refugee Programs Bureau (RPB) by the close of business on **November 15, 2013**. To submit claims, counties must use form RS 52, Claim for Reimbursement (copy attached).

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It is imperative that the RPB receive all final county FFY 2011 RSS and TA, and 2011 and 2012 TAD claims by the deadline of November 15, 2013, to allow sufficient time to process the claims and prepare and submit the required final Financial Status Reports to the federal Office of Refugee Resettlement in a timely manner. Claims submitted after the deadline may delay payment or result in denial of the claim.

Reporting Requirements

FFY 2011 RSS and TA, and the 2011 and 2012 TAD funding require trimester program performance reports over the grant period. County program performance reports for RSS and TA for the final trimester must be received by RPB by the close of business on **October 17, 2013**.

The final county reimbursement claims and program performance/progress reports are to be sent to the following address:

Refugee Programs Bureau
California Department of Social Services
744 P Street, MS 8-9-646
Sacramento, California 95814

Please share this information with county fiscal and program staff responsible for the preparation and submittal of reimbursement claims and program performance/progress reports.

If you have any questions, please contact Ms. Camille Ancona, Analyst, Program Policy Unit, at (916) 653-7785, or your County Operations Analyst at (916) 654-4356.

Sincerely,

Original signed by Stan Cagle
9/6/2013

STAN CAGLE, Chief
Child Care and Refugee Programs Branch